

Salary Change Transactions (Draft last updated 10/16/2008)

Effective date of move into new position _____ New Pay Grade _____

Review employee’s record retro two years from the effective date of this change.

Was there a demotion that was not interim (temporary) in nature within the two-year period prior to the effective date of this change? Effective Date of demotion _____

NO? The demotion date indicated above was longer ago than the two-year restoration period. Process with the standard promotional increase associated with the number of pay grades the employee is promoting.

YES? The demotion date indicated above was less than the two-year restoration period. Review the record as follows:

In the last record at the higher pay grade immediately prior to the demotion record, note the:

Pay Grade_____ **Step**_____ **Next Step Date** _____

Where there any missed step dates that would have occurred had the employee remained in the higher pay grade? Reminder to pay close attention to the number of missed steps if the employee is in a one-year step.

NO? The pay grade and step indicated above will be the ‘restoration’ salary used to calculate this change.

YES? How many steps progressions were missed during the restoration period? _____

What would the step have been had the employee remained at the higher pay grade? _____

Current hourly rate of the ‘restoration’ pay grade & step. _____

The pay grade, step & hourly rate indicated above will be the ‘restoration’ salary used to calculate this change.

- **Is the new pay grade the same as the restoration pay grade indicated above?**

YES? The employee is restored (made whole) as if they had remained in the pay grade during the entire restoration period – this includes the restoration step indicated above. The employee will establish a new step date based on the effective date of movement into the new position.

- **Is the new pay grade higher than the restoration pay grade?**

YES? The employee is first restored (made whole) as if they had remained in the pay grade during the entire restoration period- this includes the restoration step indicated above. The promotional rate would be calculated based on the restoration salary. The employee will establish a new step date based on the effective date of movement into the new position.

- **Is the new pay grade higher than the current but lower than the ‘restoration’ pay grade?**

YES? The salary cannot exceed the restoration rate. The employee must land on a step in the new pay grade without exceeding the restoration salary. Using the restoration salary above, calculate the increase, review the value of the steps in the new pay grade and slot to a step while ensuring the employee does not exceed the restoration rate. In many cases, movement to a pay grade that does not equal or exceed the ‘restoration’ pay grade during a two-year restoration period can result in a loss of salary.

- **Is the new pay grade one (1) or two (2) pay grades lower than the current pay grade?**

YES? The salary remains red-circled at the higher rate. The employee will establish a new step date based on the effective date of movement into the new position.

NO? If the new pay grade is three (3) or more pay grades lower, the normal demotion calculation will apply. 1.5% for voluntary or 5% for disciplinary with a slot down in the lower pay grade. The employee will establish a new step date based on the effective date of movement into the new position.

Final pay grade _____, step_____ & next step date _____ entered into HCM.

This guide includes information intended to provide general information to HR staff in processing certain transactions in HCM, and to demystify some of the technical procedures. Again, this is an overview. Individual situations will vary. It is important to read bargaining agreements and policy language and to contact the Department of Human Resources with questions concerning the specifics of your situation.